

McK. K.
GIORDANO

31 July 1974.

C C] the Retirement Finances, to whom I showed the attached letter, thought it being better if I give it directly to you because he would have had to pass, anyhow to you.

Thus, here it is. Will you, please, try to make this letter to reach the high levels where the asked questions could be answered with due authority, and reconsidered, if some adverse decision have been made already.

Thank you!

Mission:

The unit is located in a "restricted area" on the first floor of the Pentagon and is concerned with records management, including automatic data processing systems. It performs functions of documentary research; analyzes and evaluates records systems and prepares special studies as are assigned. The unit sends out teams of records management analysts to evaluate the filing and mail-handling systems and procedures at the unit and headquarters level, both overseas and within the United States.

This is a separate Headquarters, Department of the Army activity with requirements and responsibilities in support of the Deputy Chief of Staff for Military Personnel, and the Administrative Services Directorate, Office of the Adjutant General.

The unit is responsible for its own personnel and finance administration under delegation of authority of Headquarters, Department of the Army.

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